

RIGHT-OF-WAY (ROW) USE PERMIT REQUESTS BLOCK PARTIES

INFORMATIONAL PACKET

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Right-of-Way Use Block Party Application

Permit #: _____

City of Auburn Engineering Division

Name of Organization: _____

Officer/Agent/Person Requesting Permit & Title: _____

Address: _____ City/State/Zip: _____

Daytime Phone: _____

Desired Use of Right-of-Way (if needed please attach a letter to describe more detail regarding the request):

Location of Right-of-Way: _____

Date(s) Requested: _____

The Department requires the name and daytime telephone number of three (3) responsible persons, any of which can be contacted at any time during the life of the permit in the event the need arises.

Name: _____ Daytime Phone: () _____

Name: _____ Daytime Phone: () _____

Name: _____ Daytime Phone: () _____

Signature of Applicant

Date: _____

Documents Required:

Permit Application Fee (\$25.00)

Initialed Notice to Applicant

Signed Hold Harmless Agreement

Certificate of Insurance

Traffic Control Plan

Signed Petition (Abutting Prop. Owners)

NOTES AND/OR CONDITIONS

- 1) This permit does not constitute approval or compliance with the rules, regulations, or requirements of any other jurisdiction, which may relate to the above project.

For all questions, contact Megan Robel at 253.804.3120 or email mrobel@auburnwa.gov

PETITION FOR USE OF RIGHT-OF-WAY FOR A BLOCK PARTY

The persons signed below hereby petition the City of Auburn Public Works Department to use City right-of-way for _____ (purpose of use).

Date of Party _____

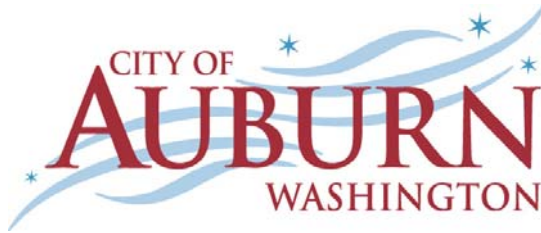
ROW Use Permit No. _____

Contact Person _____

Daytime Phone _____

*You must secure signatures of ALL persons
whose access is affected by the use of the right-of-way.*

Name (please print)	Signature	Address	Date



Right-of-Way Use Application

Notice to applicant

Right-of-Way Use Permit #_____

1. Applicant acknowledges receipt of "General Conditions for issuance of Right-of-Way Use Permits"

Applicant's initials:_____

2. Applicant acknowledges that Right-of-Way Use Permit application fees are non-refundable.

Applicant's initials:_____

3. Applicant is responsible for planning in advance of the requested permit to allow sufficient time for City review and determination that the application is complete and adequate for providing a staff recommendation and forwarding to the Public Works Committee for consideration.

Applicant's initials:_____

4. Applicant understands that submittal of an application and payment of the application fee does not guarantee approval of the permit or limit in any way the conditions the City may place on the permit, if approved.

Applicant's initials:_____

5. Applicant is solely responsible for providing all elements of the application as the City determines is necessary to provide a complete and adequate application.

Applicant's initials:_____

6. Applicant acknowledges full responsibility for any liabilities arising from their use of the right-of-way.

Applicant's initials:_____

HOLD HARMLESS AGREEMENT

For and in consideration of being given permission by the City of Auburn, Washington, to use City right-of-way (location and use as described on the permit) within the corporate limits of the City of Auburn, Washington, the Applicant shall defend, indemnify and hold the City of Auburn, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the Applicant or on the Applicant's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the City of Auburn.

DATED THIS _____ DAY OF _____, 20____.

SIGNATURE OF APPLICANT

COMPANY OR ORGANIZATION
(If Applicable)

STATE OF WASHINGTON)
) ss
County of _____)

On this day personally appeared before me _____, to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that _____ signed the same as _____ free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____ 20____.

NOTARY PUBLIC IN AND FOR THE STATE OF

WASHINGTON, RESIDING AT_____

MY COMMISSION EXPIRES _____

GENERAL CONDITIONS FOR ISSUANCE OF RIGHT-OF-WAY (ROW) USE PERMITS

CONTRACTORS

1. Must be licensed with the State of Washington.
2. Provide Bond of 150% of job cost.
3. Must provide Hold Harmless Agreement for the City.
4. Must abide by insurance requirements below.
5. Must have additional insurance for "collapse", "underground" and "explosion" and "products and/or completed operations".
6. All subcontractors working for the contractor shall be covered by items 1-5 above.
7. Must submit a traffic control plan, consisting of a map of the area and indicating placement of cones and/or barricades. Cone and barricades must be supplied by the applicant.
8. Must comply with any special conditions/provisions.
9. If work is an emergency repair, Contractor agrees to comply with requirements under this section, on the next working day.

ALL OTHER APPLICANTS

1. Must abide by insurance requirements below.
2. Must provide Hold Harmless Agreement for the City.
3. Must submit a traffic control plan, consisting of a map of the area and indicating placement of cones and/or barricades. Cone and barricades must be supplied by the applicant.
4. Must comply with any special conditions/provisions.
5. If the use involves blocking a street or portion of a street for a block party, carnival, sale, etc., the applicant must provide a petition signed by all persons whose access is affected by the use of the right-of-way.

BANNERS

Street banners of a non-political nature advertising community events sponsored by a non-profit organization may be installed at a pre-designated location within the 200 block of East Main Street, for a period not exceeding two (2) weeks in duration.

Requests to install banners shall be made by submitting a Right-of-Way Use application to the City Engineer who shall have the authority to administer the issuance of any such permits. The application shall be made on forms provided by the City Engineer and issuance of any such permit shall be subject to insurance requirements, bond requirements, hold harmless agreements and other administrative details as administered by the City Engineer.

Banners shall conform to the City of Auburn Standard Detail. Banners must be delivered to the Engineering Division in City Hall, 25 West Main Street, at least three (3) working days prior to the scheduled installation for inspection by Engineering Division personnel for conformity to Standard Banner Detail. In the event a banner requires emergency attention by the City of Auburn, the City will remove the banner, notify a person listed on the permit, and hold item or items at the Maintenance and Operation Yard (1305 "C" Street SW) for pickup. If a minor problem comes to the attention of the City, the problem (at the discretion of the City) may be corrected and permittee notified of further corrections, if necessary. Failure to make necessary corrections may result in removal of the banner.

FEE SCHEDULE

1. Right-of-Way Use Permits

Right-of-Way Use Permits will require a non-refundable application fee of \$25.00 for a permit to cover a 30-day period or less. A single 30-day extension period may be granted to the applicant upon receipt of a written request absent any known reasons for denial. Permits for

30 days or longer shall have a permit fee of \$75.00 and shall expire at the end of five years from date of issuance unless sooner terminated by the Public Works Committee. Upon each anniversary of the permit, the applicant must show proof of insurance.

The application fee for a right-of-way use permit shall be paid at the time the application is filed, provided however, bona fide governmental agencies of the federal government or the State of Washington or subdivisions thereof shall be exempt from payment of said fee.

Additional permit fees may apply based on estimate of staff labor and the labor rates effective in accordance with Auburn City Code 3.18. Right-of-way permit fees are due and payable on the date of permit issuance. The permit fee shall be based upon the estimate of staff labor and the labor rates effective in accordance with ACC Chapter 3.18 entitled, "Reimbursable Labor Rates" and shall not exceed \$500. The City Engineer shall review and approve the permit fee calculation for each permit.

2. Banners

An application fee for a Right-of-Way Use Permit for a banner is not required; however, a permit fee of \$25 shall be paid at the time the application is filed.

REFUNDS

Right-of-Way Use Permit application and Banner application/permit fees are non-refundable.

APPROVALS

1. All ROW Use Permit Applications (except for applications requesting a banner on East Main Street, haul route, or dumpster) shall be reviewed by City staff and approved by the Public Works Committee and City Engineer.
2. For certain uses the Public Works Committee may direct staff to draft a formal agreement that would require approval by the City Council where the Public Works Committee determines there may be future public concerns with the use that are not known at the time of the application.
3. For structures the City may require a financial security that guarantees the safe removal and restoration of ROW once the permit expires or terminates. A bank assignment of funds or bank letter of credit in the amount established by the City Engineer may be required at the discretion of the City Engineer. A staff review of the proposal will determine the need for such securities.

INSURANCE REQUIREMENTS FOR ROW USE PERMITS (unless otherwise noted in the special conditions for your permit)

The Applicant shall procure and maintain for the duration of the Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with operations or activities performed by or on the Applicant's behalf with the issuance of this Permit.

No Limitation. Applicant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Applicant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

Minimum Scope of Insurance

Applicant shall obtain insurance of the type described below:

1. Commercial General Liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. The City shall be named as an insured under the Applicant's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 20 12 or a substitute endorsement providing equivalent coverage.

2. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

Minimum Amounts of Insurance

Applicant shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products- completed operations aggregate limit.
2. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Commercial General Liability insurance:

1. The Applicant's insurance coverage shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Applicant's insurance and shall not contribute with it.
2. The Applicant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

Verification of Coverage

Applicant shall furnish the City with original certificates and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of the Applicant before issuance of the Permit.

CONTACT INFORMATION

For questions regarding the ROW Use Permit Applications please contact Megan Robel, Engineering Aide, Auburn Public Works Department, at 253.804.3120 or send an email to: mrobel@auburnwa.gov .

Auburn Public Works Department (253) 931-3010

Office hours are Monday through Friday, except holidays, 8:00am-5:00 pm.

If you have an emergency while using the right-of-way, outside of the Public Works Department's normal business hours, please call 911.

SPECIAL NOTES

If this permit is to be recorded with the County Assessor's Office, please attach a legal description.



RIGHT-OF-WAY (ROW) USE PERMIT PROCESS

1. Submit a Right-of-Way (ROW) Use Application to:
Megan Robel, Engineering Aide
Public Works Department
City of Auburn
25 West Main
Auburn WA 98001
2. Once the City receives your ROW Use Application, the Public Works Department staff will review the ROW Use Application and determine if additional information is needed. You will receive a phone call requesting any additional information.
3. Once the City receives all the additional information, staff will review the request once again. If the request is something that impacts the general public (i.e.: parade, road closure, use over 30 days) then the application will need to go before the Public Works Committee (PWC). The PWC meets twice a month and is made up of three Councilmembers. You will be notified of this meeting and will be requested to attend to answer questions regarding your application. At the PWC meeting, your application materials will be reviewed. If the request does not need to go to the PWC then it will take at least 5 working days for staff to review the request.
4. Periodically a ROW Use Application is approved contingent upon certain conditions being met. These conditions will be set forth in the ROW Use Permit. The ROW Use Permit will not be approved by the City Engineer until all conditions have been met.
5. If you have questions as to the status of your particular ROW Use application, please feel free to contact Megan Robel, Engineering Aide, at 253.804.3120.

The ROW Use Permit process takes approximately three weeks, if no problems arise and if requests for additional information are received in a timely manner.